

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

March 26, 2008

SUBJECT: AMENDMENT OF DEPARTMENT MANUAL SECTION 5/15.61.00,
SEMI-ANNUAL EQUIPMENT REPORT, FORM 15.61.00

PURPOSE: This Order amends the distribution of the
Semi-Annual Equipment Report, Form 15.61.00,
as needed due to Department reorganization.

PROCEDURE: The new distribution of the Semi-Annual Equipment
Report is:

Distribution.

- 1 - Original, commanding officer, concerned bureau.
- 1 - Davis Training Center Armory, Training
Division.

Note: When no armament is reported on the
form, this copy shall be omitted.

- 1 - Supply Section, Fiscal Operations Division,
Administrative and Technical Services Bureau.

Note: Submit to Supply Section only when
reporting items other than armament.

- 1 - Records Unit, concerned Area/division.
- 1 - Emergency Operations Division, Special
Operations Bureau.

5 - TOTAL

AMENDMENTS: This Order amends Department Manual
Section 5/15.61.00.

AUDIT RESPONSIBILITY: The Commanding Officer, Administrative and
Technical Services Bureau, shall monitor compliance with this
directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

DISTRIBUTION "D"